

# SR 87 Connector PD&E Study



## *Public Involvement Plan*

Financial Project Nos:

416748-3-22-01, 416748-3-22-02,  
416748-4-22-01, and 416748-4-22-02

*This project's study area extends from the intersection of SR 87S and Bent Tree Rd, westward to the intersection of US 90/SR10 and Glover Lane, and northwardly to the intersection of SR 87N and Southridge Drive.*

## *Santa Rosa County, Florida*

**August 6, 2009**



Prepared for:  
The Florida Department of Transportation,  
District Three

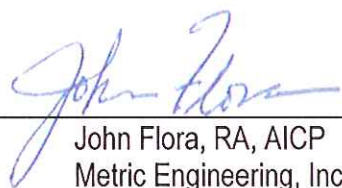




**State Road 87  
Project Development and Environment Study  
From the Intersection of SR 87S and Bent Tree Rd, westward to the Intersection of US  
90 / SR 10 and Glover Lane, and northwardly to the Intersection of SR 87N and  
Southridge Rd  
Santa Rosa County, Florida**

In accordance with Part 1, Chapter 11 of the Florida Department of Transportation Project Development and Environment Guidelines, this Public Involvement program is submitted to the Florida Department of Transportation Office of Planning and Environmental Management for review and approval.

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**State Road 87  
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The Florida Department of Transportation (FDOT) recognizes that the success of any transportation improvement is dependent upon a successful public outreach effort. As such, FDOT is committed to conducting a public involvement program that focuses on soliciting community interaction and incorporates an extensive evaluation of community impacts and opinions throughout the public involvement process. It is believed that the positive value of implementing a strong public involvement effort will result in public awareness of, and support for, the project.

The Public Involvement Plan will be updated and amended throughout the project development process to incorporate the latest public involvement policies and techniques as they evolve during the life of the project. The plan illustrates the project's public involvement approach and generally lists the contact persons: officials, agencies, interested parties, and media; as well as the means used to involve them in the process. The Department will prepare responses to the public inquiries as a result of the public involvement efforts and the collection of public input will occur throughout the project duration.

The Public Involvement Plan for the State Road (SR) 87 Project Development and Environment (PD&E) Study is in compliance with the PD&E Guidelines, Florida Statutes (F.S.) Sections 286.0105 and 286.011 and 339.155, Executive Orders 11990 and 11988, Council of Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act (NEPA), the Efficient Transportation Decision Making (ETDM Planning and Programming) Manual and Department of Transportation Order 5610.1C, and Parts 23 and 40 of the Code of Federal Regulations (CFR).

## **1. DESCRIPTION OF THE PROPOSED IMPROVEMENT**

<b>Project Name</b>	SR 87 Connector Project Development and Environment Study
<b>FPID</b>	416748-3-22-01, 416748-3-22-02, 416748-4-22-01 and 416748-4-22-02
<b>Project Limits</b>	The project limits include the intersection of SR 87S and Bent Tree Rd, westward to the intersection of US 90 / SR 10 and Glover Lane, and northwardly to the intersection of SR 87N and Southridge Dr
<b>Proposed Activity</b>	The general objective of this PD&E Study is to provide and document information necessary for the FDOT to reach a decision on the type, design and location of improvements for the SR 87 Connector.



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The study will consider those engineering services required for location/design studies including consideration of all social, economic, environmental effects, and mitigation as required by the Federal Highway Administration (FHWA) and/or the PD&E\ETDM Guidelines, along with the required environmental documents, engineering, reports, preliminary plans and public involvement.

All alternatives will be subjected to a comprehensive evaluation to determine the best viable option. Engineering, environmental, socioeconomic factors and costs will be considered in arriving at a preferred alternative. The approach to this project will be to thoroughly assess the safety, mobility and community needs of the corridor, develop alternatives to address those needs, and evaluate them according to regulatory agency requirements, and community values. As part of this study and of the alternative selection process, a comprehensive public involvement program will be conducted.

**Class of Action:** EIS

### ***1.1 Project History, Purpose and Need:***

Presently, SR 87 is the main north-south artery of Santa Rosa County. It links Milton at US 90 with US 98 in Navarre to the south and Alabama (transitions to Alabama 41 en route to Brewton then on to I-65) to the north. It also serves as a corridor for freight movement north to I-65 as well as a vital evacuation route for northbound traffic. During times of hurricane force winds, both the Escambia Bay Bridge and the Garcon Point Bridge close, leaving SR 87 north to the interstate and beyond not only the single access out of the beach areas like Gulf Breeze and Navarre, but it is the only access into the area for Emergency First Responders.

However, with a portion of the current alignment traveling along a congested section of US 90 through historic downtown Milton, it cannot function as a contiguous roadway. Future growth will continue to constrain this portion of the corridor. Santa Rosa County has grown 173% since 1980 and is expected to grow another 92% by 2030. This increase will put further demand on this roadway, making growth and evacuation difficult due to a lack of capacity on US 90. As a result, Santa Rosa County's Capital Improvements Schedule includes Policy 4.1.E.3, *"The County shall continue to request, recommend, and support immediate roadway improvements in order to relieve the congestion on the segment of US 90 between Canal Street and SR 87S"*.

The primary objectives in the extension of SR 87S is to facilitate a more effective freight movement and hurricane evacuation route from the coast, reduce congestion in the City of Milton, and to alleviate travel demand on US 90. This study will focus on addressing transportation needs as it relates to:

- Improving mobility,
- Relieving traffic congestion and improving traffic circulation,
- Improving upon the areas pedestrian and bicycle connectivity,
- Providing efficient access to/from the beach (SR 87 is also an important Hurricane Evacuation Route), and
- Providing for and ensuring public safety, while protecting the environment.



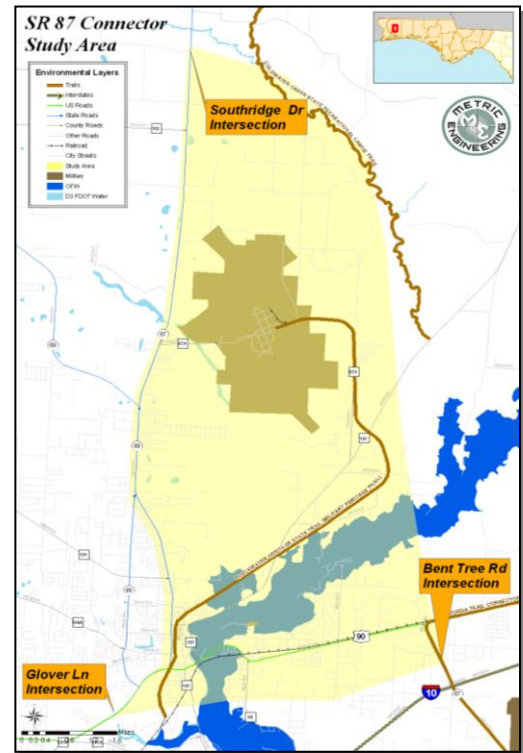


## 1.2 Project Limits

This project lies in the eastern and central portion of Santa Rosa County. To provide for additional capacity and connectivity, up to four roadway corridors will be evaluated, including the existing corridor (to the left of, to the right of, and “best fit”) along US 90 and SR 87N. A second corridor will be evaluated from 87S to 87N, north of NAS Whiting Field and a third corridor will be evaluated from 87S to 87N, south of NAS Whiting Field. The fourth corridor will extend from the intersection of SR 87S and Bent Tree Rd to the intersection of US 90/ SR 10 and Glover Lane. This corridor will be south of US 90, but will include a connection to SR 87N or SR 89 at US 90. The study will also evaluate possible intersection improvements and multi-modal solutions that are needed to address the aforementioned existing corridor deficiencies.

## 1.3 PD&E Process

The PD&E Study process is an integrated work effort involving engineering analysis and environmental evaluation, all accomplished within the context of a public participation program. The study process begins with a gathering of data and a refinement of the project needs and objectives. Public involvement during this phase of the study includes introductory briefings with elected officials with the distribution of a project fact sheet/newsletter, notification to key stakeholders, news releases to the media, and a series of public meetings to engage and collect feedback from the public. The project will first need to go through ETDM screening to expand the area that was evaluated in the Project # 2861 Screening Report published on February 19, 2008. Although both SR 87N (to Langley Street) and SR 87S are four or five-lane facilities, the traffic demand modeling for this project will determine the need for a four-lane facility, or a two-lane facility that would be phased into a four-lane facility. In any event, the study will evaluate corridors and alignments that could accommodate a four-lane facility. The goal of this project is to develop a proposed improvement strategy that is technically sound, environmentally sensitive and publicly acceptable. It is very important that FDOT gather consensus on improvements and needs of the corridor. The involvement of the community’s stakeholders will demonstrate to the community FDOT’s willingness to truly enhance traffic operations and safety on the corridor. These improvements are necessary to alleviate the traffic congestion during high traffic periods and to provide the public with a safer, more efficient roadway facility. The general content of this study is briefly described below.



- *Public Participation* – The public participation effort is woven throughout the study process and involves a series of public meetings and a continuing process of public outreach and information gathering. Public participation techniques are discussed more thoroughly in the subsequent sections.
- *Data Assembly* – This process will involve assembly of all relevant roadway data, completion of R/W survey, collection of traffic data and completion of the environmental field survey effort.
- *Conceptual Design Analysis* – This work effort will include analysis of different improvement configurations.



- *Engineering Analysis and Concept Plans – All preliminary engineering analysis requirements are completed and a conceptual set of project plans is prepared.*
- *Environmental Analysis and Reports – All environmental impact analysis and associated memos or reports are prepared in draft form.*
- *Comparative Analysis – A comparative analysis matrix is prepared assessing the benefits and impacts associated with the no-build alternative, the Transportation System Management alternative and the build alternatives.*
- *Draft Reports – A Draft Preliminary Engineering Report (PER) and draft environmental documents will be assembled in preparation for the final public hearing.*
- *Final Documents – The PER and the appropriate environmental documents are finalized following the public hearing.*

## **2. IDENTIFICATION OF CONCERNED PUBLIC**

Need for improvements are based on a combination of substandard traffic conditions, local government planning objectives and the interaction with other planned facility improvements impacting the proposed project area. Project goals include the study of the following issues: increase capacity to prevent existing and future traffic congestion, improve safety by alleviating existing deficiencies, explore access issues and establish proper continuity. The primary objectives in the extension of SR 87 is to facilitate a more effective freight movement and hurricane evacuation route from the coast, reduce congestion in the City of Milton, and to alleviate travel demand on US 90.

### ***2.1 Local Elected and Appointed Officials***

Meetings with local and state elected officials are necessary to discuss particular issues and explain study procedure. Key elected officials, including the City of Milton and Santa Rosa County Commissioners, will be given the option for one-on-one briefings at the beginning of the project. Federal and state officials will be sent a letter giving them an opportunity to request a briefing. All elected officials and appointed officials will be encouraged to attend all public meetings and hearing. Lists will be updated throughout the life of the project to reflect any changes in elected officials. New officials will be sent a notification letter and be given an opportunity to request a briefing.

#### **Local elected and appointed officials:**

##### **Federal Delegation**

- United States Senate
  - Senator Mel Martinez
  - Senator Bill Nelson
- United States House of Representatives
  - Congressman Jeff Miller

##### **State Delegation**

- Florida Senate
  - Senator Don Gaetz
  - Senator Durrell Peaden, Jr.
- Florida House of Representatives
  - Representative Greg Evers



**Santa Rosa County**

- Commissioner Jim Williamson, District 1
- Commissioner Bob Cole, District 2
- Commissioner Don Salter, District 3
- Commissioner Gordon Goodin, District 4
- Commissioner Lane Lynchard, District 5
- Santa Rosa County Administrator, Hunter Walker
- Santa Rosa County Engineering Department, Roger Blaylock, PE
- Santa Rosa County Planning Director, Beckie Faulkenberry Cato
- Santa Rosa County Sheriff's Department, Wendell Hall
- Santa Rosa County School Board Superintendent, Tim Wyrosdick

**City of Milton**

- Mayor Guy Thompson
- Councilmember Paul Kilmartin, Ward I
- Councilmember Buddy Jordan, Ward I
- Councilmember Clayton White, Ward II
- Councilmember Patsy Lunsford, Ward II
- Councilmember Marilyn Jones, Ward III
- Councilmember Grady Hester, Ward III
- Councilmember Lloyd Hinote, Ward IV
- Councilmember R.L. Lewis, Ward IV
- City Clerk Dewitt Nobles
- City Manager Brian Watkins
- Chief of Police Gregory Brand
- City Planner Randy Jorgenson, AICP

## ***2.2 Federal, State and Local Agencies***

The following federal, regional, state or local agencies having a concern in this project because of jurisdictional review or because of expressed interest have been identified and will be contacted directly by FDOT through the Advance Notification coordination process at the outset of the project in accordance with Part 1, Chapter 3 of the PD&E Manual. These agencies provide valuable input with regard to project implementation and consistency with local, regional, and state goals, objectives and policies. As other concerned public agencies are identified throughout the study, they will also be listed and contacted. A preliminary list is included in the Plan. Early and continued coordination with the affected agencies will provide valuable input into the project development process.

**Federal:**

- Federal Highway Administration, Division Administrator, David Gibbs
- US Environmental Protection Agency, Director
- US Fish and Wildlife Service, Director
- US Army Corp of Engineers, Director
- Federal Emergency Management Agency, Director
- Federal Aviation Administration, Director





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- Federal Railroad Administration, Director
- US Department of Interior, Director
- US Department of Housing and Urban Development, Director
- US Department of Interior – US Geological Survey, Director
- US Department of Commerce – National Marine Fisheries, Director
- US Department of Agriculture - Southern Region
- US Department of Interior – National Park Service
- US Department of Commerce – National Oceanic and Atmospheric Administration
- US Department of Health and Human Services – Center for Environmental Health and Injury Control

**State:**

- Florida Department of Transportation District III, District Planning and Environmental Administrator, Jason Peters, PE
- Florida Marine Fisheries Commission, Director
- Florida Department of Environmental Protection, Office of Land Use Planning and Biological Services, Director
- Florida Department of State, State Historic Preservation Office, Director
- Florida Fish and Wildlife Conservation Commission, Director

**Regional:**

- West Florida Regional Planning County, Executive Director, Terry Joseph
- North Florida Water Management District, Director

**Local:**

- Florida-Alabama Transportation Planning Organization (TPO), Chairman
- Whiting Field, Captain Enrique Sadsad, Commanding Officer and Liaison, Lt. Randy Roy

### ***2.3 Concerned Citizens and Property Owners***

As previously mentioned, property owners, community leaders, and concerned public will be included in the mailing list. Affected property owners are defined as those whose property lies, in whole or in part, within 300 feet on either side of the centerline of each project alternative alignment. In addition, the general managers and main stakeholders in the medical and civic complexes will be put on the mailing list. Any additional concerned citizens that participate in meetings or make contact with the project team will also be added to the list. Any groups requesting additional information or a presentation by the project team will be granted their request as soon as possible to ensure constant communication with all of those wishing to participate in the process. All those included in this list will receive project newsletters and meeting notifications for all public meetings. The public involvement database will include the names, addresses, phone numbers, faxes, emails and important comment information as they are gathered and become available. This list will be updated throughout the life of the project.

**Public Interest Organizations**

- Blackwater Heritage State Trail, Gerard Greco, Manager
- Blackwater River Foundation, Inc., Mack Thetford, PhD, President
- Bagdad Village Preservation Board, Director



## ***2.4 Media***

Identification of Santa Rosa County media will be used to carry public notices, news releases, news items and interviews to inform the public of the project's purpose, needs and public events. The project team will also tap into existing City and County resources to further reach out to the public and media. A preliminary list of media to be contacted is listed in the Public Notification section of this document. All media contact will go through FDOT's Public Information Office (PIO).

## **3. PUBLIC NOTIFICATION METHODS AND MEETINGS**

The public involvement process for the SR 87 Connector PD&E Study will be as inclusive and conclusive as possible. The study team will use several techniques to maximize existing public information resources in Santa Rosa County to provide for a high level of public participation to ensure receipt of constructive recommendations to be used by the engineering team developing the alternatives.

Metric Engineering, Inc. (MEI) will serve as the public involvement coordinator for the project. MEI currently maintains the lists being developed for public and agency notification, and will be charged with working with the Project Team to insure that all interested organizations and stakeholders are involved in the process. MEI will arrange for meetings with elected officials, community group leadership, property owners, businesses, and agencies.

Public participation is solicited without regard to race, color, religion, sex, age, national origin, disability, or familial status. This project is being developed in accordance with Title VI of the Civil Rights Acts of 1964, as amended.

The following public notification techniques will be utilized in the project development process:

- Invitational letters
- Informational newsletters
- News releases to the media
- Public notices – legal and display ads for public meetings and hearings
- Public announcements
- Direct mailing list – A direct mailing list will be established and updated throughout the project. At a minimum, the following individuals/groups will be contacted in order to provide project information and obtain public input into the project development process. The mailing list will include:
  - Those whose property lies, in whole or in part, within 300 feet of the centerline of the roadway.
  - Santa Rosa County elected and appointed public officials
  - City of Milton elected and appointed public officials
  - Florida State Senators
  - Florida House of Representatives
  - US Senators
  - US House of Representatives
  - Individuals who request to be placed on the mailing list for this project.
  - Public and private groups, organizations, agencies, or businesses that request to be placed on the mailing list for this project
  - Homeowner associations and business groups impacted by the project.



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The following mass media will be utilized at various times to carry public notices, news releases, public service announcements, news items, and interviews:

**NEWSPAPER(S):**

*Santa Rosa Press Gazette*  
Attn: Bill Gamblin  
6629 Elva St  
Milton, FL 32570  
850-623-2120

*Gulf Breeze News*  
Attn: Lisa Newell  
PO Box 1414  
Harbourtown Suite 35  
Gulf Breeze, FL 32563  
850-932-8986

*Northwest Florida Daily News*  
PO Box 2949  
Ft Walton Beach, FL 32549  
850-315-4353

*Pensacola News Journal*  
101 E Romana St  
Pensacola, FL 32502  
850-435-8500

**TELEVISION:**

WSRE TV Channel 23  
100 College Blvd  
Pensacola, FL 32504  
800-239-9773

WJTC TV UPN 44  
6485 Pensacola Blvd  
Pensacola, FL 32505  
850-484-7692

WPMI TV NBC 15  
6485 Pensacola Blvd  
Pensacola, FL 32505  
850-484-9882

PNC Telecommunications  
3801 N Pace Blvd  
Pensacola, FL 32505  
850-433-1141

WPAN TV Channel 53  
3300 N Pace Blvd  
Pensacola, FL 32505  
850-433-1766

Cox Media Advertising  
1480 N Palafox St  
Pensacola, FL 32502  
850-432-1403

**RADIO:**

Pamal Broadcasting  
6085 Quintette Rd  
Milton, FL 32571  
850-944-5357

Reality News Network  
913 Kenny Dr  
Pensacola, FL 32504  
850-505-4966

In addition to working with the media, a number of different notification techniques will be used throughout the project development process. A brief description of these techniques is listed below:

**Letters / Newsletters:**

Invitational and informational letters and newsletters will be distributed to elected and appointed officials, property owners/tenants, business owners/operators, and interested parties as feasible. It is anticipated that five (5) newsletters will be distributed for this study between February 2010 and



January 2013. Notices will be hand-delivered to residences and businesses located directly along the project corridor as deemed necessary by the FDOT.

**News/Press Releases:** News/press releases will be submitted to the FDOT seven days prior to each public meeting and the public hearing.

**Public Notices /  
Legal Display Ads:** Public advertisement will consist of a legal display advertisement published in the area newspaper with the largest circulation twice prior to the public meeting and hearing and once to announce Federal Location and Design Concept Acceptance (LDCA) at the end of the study.

## **4. PUBLIC MEETINGS**

The following public information meetings will be held to involve the public, local officials, media and interested agencies in the process and to inform the interested parties of the project's current status. The meetings will be fully advertised and all efforts will be made to inform the public of the upcoming meetings.

- A. Elected Officials / Agencies Kick-Off Meeting – A project kick-off meeting will be held with local officials / agencies to notify them of the commencement of the project. The kick-off meeting will outline the project process, scope and schedule. This is beneficial in establishing all agency and elected official contact personnel and to allow the project team to convey all necessary documentation and information related to the project.
- B. Unscheduled Public and Agency Meetings – A presentation will be made to the Florida-Alabama TPO and the Florida-Alabama TPO Technical Coordinating Committee (TCC) prior to the Public Hearing to apprise local officials of the project status, specific location and design concepts and to receive their input. Additional TPO coordination may be required following the public hearing.
- C. Public Information Meetings – Four public information meetings will be conducted. The first public meeting will be the Public Kickoff Meeting, which will introduce the project, establish the Need and explain to the public how they can be a part of the project's public involvement process. The next public meeting will serve as the Alternatives Meeting. This meeting will present viable project alternatives. A minimum of two alternatives will be recommended: one 'Build' alternative and one 'No Build' alternative. The No Build alternative will be explained at the meeting and the public hearing as a viable alternative. There will also be two Access Management meetings. The Project Team will be present to answer any questions posed by the public at these workshops. Information stemming from these workshops will be documented, summarized and presented in the newsletter.
- D. Small Group Meetings – Small group meetings may be held with nearby neighborhoods, homeowners associations, or civic organizations, as approved by the Department. The intent of these meetings is to present the latest project information and to provide opportunities to discuss specific issues.



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- E. Public Hearing – A Public Hearing will be conducted as required by federal regulation and state law, subsequent to the draft environmental documents approval by FHWA, or as directed by the District Office of Planning and Environmental Management. Details about the public hearing process are available in Section VI.
- F. Meeting Location – All public meetings will be held as close to the project corridor as possible. Potential meeting sites in the Study Area will be evaluated and presented to the Department for review and approval. The building will meet Americans with Disabilities Act (ADA) requirements and be recognized as a popular meeting place for residents. Public schools will not be considered for these meetings due to the recent regulations implemented with the Jessica Lunsford Act.

### 4.1 Public Outreach Schedule

	2009	2010			2011		2012		2013
	July	Feb	Mar	Apr	Jul	Aug	Jul	Aug	Jan
Compile Mailing List	★								
Newsletter #1		★							
Elected Officials/Agency Kickoff Meeting			★						
Public Kickoff Meeting			★						
Newsletter #2				★					
Newsletter #3					★				
Alternatives Public Meeting						★			
Newsletter #4							★		
Public Hearing								★	
Newsletter #5									★

## 5. COORDINATION WITH SANTA ROSA COUNTY

Copies of maps depicting all alignments and design concepts under consideration, along with draft copies of any engineering and environmental study documentation will be furnished to the Engineering offices of Santa Rosa County and the City of Milton for review and comment. Updated information will also be provided for display twenty-one (21) days prior to the Public Hearing.





## **6. PUBLIC HEARING**

In compliance with the Project Development and Environment Manual, 23 CFR 771 and Section 229.155, Florida Statutes (F.S.), a Public Hearing will be conducted. A Public Hearing Checklist will be prepared prior to the Public Hearing. A similar checklist may also be used for other public meetings as needed.

**PUBLIC HEARING SITE:** Several locations already identified will be visited well in advance of the Public Hearing in order to locate and reserve a facility that will accommodate the anticipated public and will meet all requirements outlined in the Americans with Disabilities Act (ADA).

**PUBLIC ADVERTISEMENT:** Public Advertisement will be accomplished with a quarter page legal display advertisement published 21 days prior to the Public Hearing and 15 days prior to the public workshops. The advertisement will be repeated for the public hearing seven days prior to the meeting. The advertisements will appear in the Pensacola News Journal and the Santa Rosa Press Gazette.

The hearing notices will also be published in the:

*Florida Administrative Weekly*

*Division of Elections*

*Florida Department of State*

*The Capitol*

*Tallahassee, FL 32399-0250*

**LETTERS OF INVITATIONS:** Letters of invitation will be mailed at least 21 days prior to the Public Hearing to all property owners within boundary limits determined and set by the FDOT (Section 339.155 requires that property owners within 300 feet be notified) and at least 25 days prior to the hearing to all local government on officials (elected and appointed). In addition, notification letters will be sent to everyone on the project mailing list. Additionally, handouts will be available at the office of those elected officials representing the corridor.

**HEARING PREPARATION:** The hearing will be conducted by the District Planning and Environmental Engineer or his/her representative. A Power Point presentation outlining the project, graphic displays, handouts, speaker cards, and comment forms may be used to supplement the public hearing presentation.

**TRANSCRIPT:** A verbatim transcript of the Public Hearing will be developed to include any letters received by the FDOT as part of the public record as well as affidavits of publications of legal ads. Speaker cards, sign in sheets and other comment sheets filled out at the Public Hearing will be part of this record. A Public Hearing Summary will also be prepared as part of the transcript package. The Consultant will provide copies of the transcript for the Department's use and a copy of the *Public Hearing Transcript* will be forwarded to the FHWA Division office.

**DOCUMENTATION FOR PUBLIC INSPECTION:** Documentation for public inspection will include all draft environmental documents, Draft Preliminary Engineering Report and project alternatives.

**TITLE VI CIVIL RIGHTS ACTS:** Notification of the Title VI Civil Rights Act will be provided in the Public Hearing presentation, by handout, signage and through availability of personnel on Title VI Program.



**AMERICANS WITH DISABILITIES ACT COMPLIANCE:** Notification of the Department's intent to comply with the Americans with Disabilities Act will be provided in the public advertisements for the public hearing, by invitational letters to property owners and local officials, by handout, newsletters, and by selection of a public hearing site that meets all ADA requirements.

## **7. PUBLIC HEARING FOLLOW UP**

The following procedures will occur after the public hearing:

**Responses:** Responses to all letters received as a result of the hearing and questions and comments not answered at the public hearing will be made in writing.

**Recommendation Notice:** A legal notice announcing the Federal Highway Administration's (FHWA's) approval of the final document and recommendations will be published in the *Pensacola News Journal* newspaper. In addition, news items detailing the Department's recommendations to FHWA will be provided to local media.

**Public Hearing Transcript Package:** A Transcript Package will be produced and submitted following the Public Hearing. The Transcript Package will include a verbatim hearing transcript prepared by an approved court reporter, an errata sheet detailing any transcript discrepancies, a copy of all correspondence received by the Department as part of the public hearing record and affidavits of publication for newspaper ads advertising the hearing.

**Comments and Coordination Report:** A *Comments and Coordination* Report will be produced and submitted at the conclusion of the study in a bound booklet with a cover, containing, at a minimum, all documentation regarding public participation performed throughout the study period. This report shall include all comments and responses received from the public as well as Advance Notification, coordination with local officials and agencies, and public meetings, the verbatim transcript from the Public Hearing, proof of publication of legal ads, sign-in sheets, public hearing certification, and all public correspondence. A summary of the Public Involvement Report shall be included with the final engineering documents.